

# **Pahokee Housing Authority**

Padgett Island  
899 Padgett Circle  
Pahokee, FL 33476

Administrative Office  
465 Friend Terrace  
Pahokee, FL 33476  
**Phone:** 561-924-5565  
**Fax:** 561-924-1952

Fremd Village  
401 Shirley Drive  
Pahokee, FL 33476

## **REQUEST FOR TENANCY APPROVAL (RTA) PACKET**

### **Instructions for the property owner/agent:**

- You must return this RTA packet with all of the required materials to the PHA.
- Incomplete packets will not be accepted.
- The PHA will not process your request until you submit all of the required documents listed below.
- For additional information about the program, please refer to our website at [www.memphisha.org](http://www.memphisha.org).

### **YOU MUST COMPLETE AND RETURN THE FOLLOWING FORMS CONTAINED IN THIS PACKET:**

- Request for Tenancy Approval**
- Disclosure of Information on Lead-Based Paint**
- W-9 Form(Owner and Agent)**

### **YOU MUST ALSO SUBMIT THE FOLLOWING DOCUMENTS:**

- Copy of the proposed Lease Agreement (unsigned)**
- Valid photo identification**
- If an agent will receive payments, an Owner/Agent Agreement**
- Proof of Ownership**
- Direct Deposit Authorization (New Owners Only)**

### **Next Steps**

- The PHA will review the RTA and supporting documentation.
- PHA will contact the owner to schedule an HQS inspection. Utilities must be operable at the time of inspection.
- Your proposed rent will be compared to rents charged for similar properties in the area to determine reasonableness. The PHA will also determine if the rent is affordable for the tenant.
- Once the unit passes inspection and rent is approved, the PHA will contact you to execute the HAP Contract.
- An executed lease with Tenancy Addendum and the signed HAP Contract must be received in order for payments to begin.

*Thank you for your cooperation.*

## **INSTRUCTIONS FOR COMPLETING THE ATTACHED REQUEST FOR TENANCY APPROVAL (RTA)**

Line 2	Address of Unit	Enter the complete address of the rental unit, including an apartment number and zip code.
Line 2b	Census Tract #	Enter the Census Tract # where the unit is located; visit <a href="http://www.factfinder.census.gov">www.factfinder.census.gov</a> for assistance.
Line 2c	Parcel ID #	Enter the Parcel ID # where the unit is located; visit <a href="http://www.assessor.shelby.tn.us">www.assessor.shelby.tn.us</a> for assistance.
Line 3	Requested Beginning Date of Lease	Enter the date (day/month/year) that you would like to rent your unit.
Line 4	Number of Bedrooms	Enter the number of bedrooms in the rental unit.

Line 5	Year Constructed	Enter the year the rental property was originally built.
Line 6	Proposed Rent	Enter the amount of rent that you are requesting for the rental unit.
Line 7	Security Deposit Amount	Enter the amount, if any, you are requesting from the tenant for a security deposit.
Line 8	Date Unit Available for Inspection	Enter the date (day/month/year) the unit will be ready for the Inspection Department to conduct an inspection.
Line 9	Type of House/Apartment	Identify the type of housing you are renting by checking one appropriate box.
Line 10	If this unit is subsidized, indicate the type of subsidy	If there is a contract with another government agency to provide assistance to the building or families residing in the building, select the appropriate box. If not, leave it blank.
Line 11	Utilities and Appliances	Complete the utility chart by enter an 'O' for utilities that will be paid by the owner and a 'T' for utilities that will be paid by the tenant. This information must match the lease.
Line 12	Number of children under the age of 6 that will reside in the household.	Select the number of children under 6 that will reside in the household. Circle 0 if there are not any.
Line 13a	Owner's Certification- Rent Reasonableness	If the rental property contains 4 or more units, enter the address, rental dates, and rental amount charged for other units in the building. If the property contains less than 4 units, this section does not apply.
Line 13b	Owner's Certification- Relatives Restriction	By signing the RTA, you are affirming that you are not related to any family members in the rental unit.
Line 13c	Owner's Certification- Lead Based Paint	Select 1 of the 3 options to indicate if lead-based requirements do not apply, have been tested, or that lead-based hazards are disclosed.
Line 13d	Owner's Certification-Property Taxes	By signing the RTA, you are certifying that the property taxes are current

Line 17	Owner Information	Include an owner signature, address, and valid contact information so that you can be contacted to schedule the inspection.
Line 18	Head of Household Information	The Head of Household for the rental family must sign the RTA and enter their current contact information.
Line 19	Payment Information	Select the 'YES' checkbox if the HAP payment should go to someone other than the owner/agent. Enter the name and contact information for the HAP Payee.

**Accuracy and completeness of the attached RTA is very important! Your request WILL NOT be accepted if any of the required fields are not completed. Please call PHA at 561-924-5565 if you have any questions.**

## RTA ADDENDUM

1. Is the Unit Handicap accessible?  YES  NO 2. Number of Bathrooms \_\_\_\_\_

3. Telephone # to call to schedule inspection (\_\_\_\_\_) \_\_\_\_\_

4. Telephone # to call to enter unit day of inspection and/or gate code if applicable (\_\_\_\_\_)  
\_\_\_\_\_

5. Number of children under the age of six (6) who reside in the household? \_\_\_\_\_

6. Please select all that are applicable to your unit.

**Parking:**  Assigned  Unassigned  Carport  Garage

**Exterior:**  Balcony  Deck  Patio  Porch  Driveway  Street  None

**Amenities:**  Garbage Disposal  Dishwasher  Cable  Pool  Pest Control  Security System

Lawn Care  Ceiling Fans  Washer/Dryer Hookups  Washer/Dryer in Unit

Washer/Dryer in Complex  Microwave (in addition to Range)

Fenced Yard  Gated Community  Window/Wall A/C  Central AC

**Additional Type of House/Apartment:**  Single Room Occupancy  Independent Group Resident  
(Assisted Living Facility)

---

**Owner/Landlord and Tenant acknowledge that:**

*The information above is true and accurate. Falsifying information may result in program termination for both parties.*

---

Print Name of Tenant

---

Print Name of Owner/Landlord

---

Tenant Signature

---

Owner/Landlord Signature

---

Date

---

Date

---

Tenant E-Mail

---

Owner/Landlord E-Mail

		Housing Choice Voucher Program Housing Quality Standards Landlord Self-Inspection Checklist		
	Major Areas of Unit	Question to Ask	Yes or No	Repairs Needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work?		
		2. Is there lighting in common hallways and porches?		
		3. Are all outlets, light switches, and fuse boxes properly covered with no cracks or breaks in the plates or doors?		
		4. Are electric fixtures securely fastened without hanging or exposed wires?		
		5. Does the unit have a properly working & installed Ground Fault Circuit Interrupter (GFCI) Outlet?		
		6. Are all 3 prong electrical outlets grounded?		
	HVAC	7. Are all utilities on the day of the inspection?		
		8. Is there permanently installed and properly operating heating equipment?		
Plumbing	Bathroom	9. Is toilet securely fastened with no leaks or gaps and flushed properly?		
		10. Sink – Is there hot and cold running water, proper drainage, and no leaks?		
		11. Bathtub/shower – Is there hot and cold running water, proper drainage and no leaks?		
		12. Is bathroom vented with either a working exhaust fan or an exterior window?		
	Kitchen	13. Sink – Is there hot and cold running water, proper drainage, and no leaks?		
		14. Is there a fully working stove or cook top and oven?		
		15. Do all burners on the stovetop ignite, does the oven work, and are all knobs present or controls working?		
		16. Does the refrigerator cool/freeze properly?		
		17. Is there a fully working refrigerator?		
	Other	18. Does the hot water heater work properly?		
		19. Does the water tank have a properly installed pressure relief valve extension tube?		
		20. Is the bathroom free of any sewer odor or drainage problem?		

		<b>Housing Choice Voucher Program</b> <b>Housing Quality Standards</b> <b>Landlord Self-Inspection Checklist</b>		
	<b>Major Areas of Unit</b>	<b>Question to Ask</b>	<b>Yes or No</b>	<b>Repairs Needed</b>
<b>Unit Interior</b>	<b>Wall Condition</b>	21. Are walls free of air and moisture leaks, large holes and cracks?		
	<b>Ceiling Condition</b>	22. Are ceilings free of air and moisture leaks, large holes and cracks?		
	<b>Floor Condition</b>	23. Are floors free of weak spots or missing floorboards?		
		24. Are floors free of tripping hazards from loose flooring or covering?		
	<b>Cabinets/Interior Doors</b>	25. Are cabinets securely fastened to the wall?		
		26. Is there space for food preparation and storage?		
		27. Are all doors securely hung?		
	<b>Security</b>	28. Is there free and clear access to all exits?		
		29. Do all exterior and common area doors have properly installed and working locks?		
		30. Do first floor windows and windows opening to a stairway, fire escape, or landing have locks?		
<b>Unit Exterior</b>	<b>Windows</b>	31. Is there a working smoke detector on each level of the unit?		
		32. Are smoke detectors installed outside or near bedrooms?		
		33. Is the unit free of insect or rodent infestation?		
	<b>Other</b>	34. Is there at least one exterior window in each bedroom and in the living room?		
		35. Do windows open, close, and lock properly?		
		36. Is the unit free of cracked, broken, or leaky windows?		
		37. Is the roof free of leaks?		
		38. Are gutters (if required) attached firmly?		

<b>Housing Choice Voucher Program</b> <b>Housing Quality Standards</b> <b>Landlord Self-Inspection</b> <b>Checklist</b>				
	<b>Major Areas of Unit</b>	<b>Question to Ask</b>	<b>Yes or No</b>	<b>Repairs Needed</b>
		42. Are openings around doors and windows weather-tight?		
		43. Are sidewalks free of tripping hazards?		
<b>Stairways</b>	<b>Stairways: Interior &amp; Exterior</b>	44. Are all handrails properly secured?		
		45. Is there a handrail when there are 4 or more consecutive steps?		
		46. Are stairs free of loose, broken, or missing steps?		
		47. Are stairways free to tripping hazards?		
		48. Are there secure railings on porches, balconies, and landings 30" or higher?		
<b>Other</b>	<b>Interior/Exterior Building</b>	49. Is the unit free of debris outside and inside the units?		
		50. Are there covered waste disposal receptacles?		
		51. Units built before 1978 with child residents under 6 yrs old must be free of chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window seals, door frames, walls, ceilings, porches, and all other interior/exterior painted surfaces.		

## **NOTES**

NOTICE: This checklist is meant solely as a guide to help you prepare for the HCV HQS inspection. Self- inspection results do not determine or influence final HQS inspection findings cited by PHA's inspector

## **DIRECT DEPOSIT FREQUENTLY ASKED QUESTIONS**

**1. Q: Is the option available for tenants?**

A: No, this option is currently only being extended to owners.

**2. Q: How do I set up direct deposit?**

A: Please complete and return the following documents to our office:

- 1) Authorization agreement for direct deposit
- 2) W-9
- 3) Copy of voided check or a statement from bank specifying the account name, type of account, routing number, and account number.

**3. Q: When will direct deposit take effect?**

A: Please allow 60 days for processing.

**4. Q: How will I know how much my HAP payments will be once direct deposit is set up?**

A: You will receive an ACH statement each month reflecting the amount of the HAP payment and the tenant the payment was made for.

**5. Q: Is it mandatory?**

A: Yes. This is the only method of payment available to remit subsidy payments to owners/landlords.

**6. Q: What if the name on my bank account is different than the name on my HAP check?**

A: In order to process your request for direct deposit, the name on the bank account, the authorization agreement, and the W-9 must match the name on the vendor account in our system of record. If your name has changed, you must submit proof of a name change and a completed a vendor change form before we can proceed with processing your request for direct deposit.

**7. Q: Can I split the direct deposit between different bank accounts?**

A: Unfortunately, we do not have that capability. We can only deposit funds into one account.

**8. Q: Can I put both me and my spouse's name on the W-9 since we file taxes jointly?**

A: For IRS tax reporting purposes, you only need to list the name on the W-9 and authorization agreement forms that is associated with the TIN or SSN reflecting on your vendor account.

**9. Q: When will the deposit be made each month?**

A: The funds will be scheduled for deposit on the 1<sup>st</sup> of each month. When the funds will be available to you depends upon your financial institution.

**10. Q: What if I change bank accounts?**

A: You will be required to complete a new authorization agreement form for direct deposit identifying that it is a change request and provide a voided check or statement from the bank for the new bank account.